S
362.7
L73mis
1992

STATE OF MONTANA

Office of the Legislative Fiscal Analyst

STATE CAPITOL
HELENA, MONTANA 59620
406/444-2986

TERESA OLCOTT COHEA
LEGISLATIVE FISCAL ANALYST

MONTANA STATE LIBRARY
S 362.7 L73mis 1992 c.1 Smith
Management information system :
3 0864 00079710 3

September 21, 1992

PLEASE RETURN
STATE DOCUMENTS COLLECTION
DEC 4 1992
MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59520

TO: Legislative Finance Committee

FROM: Lisa Smith *Lisa Smith*
Associate Fiscal Analyst

RE: Management Information System

The Department of Family Services (DFS) is the state agency responsible for providing services to children. Services provided include foster care, adoptive and child protective services. DFS is currently developing a management information system (MIS) to assist it in providing and monitoring services to children. The following narrative discusses the status of the MIS.

BACKGROUND

House Bill 100, enacted by the 1989 legislature, directed DFS to develop a plan to: 1) stabilize the rate system for existing child care providers; 2) quantify the number of children served, unserved, or underserved; and 3) complete the continuum of care necessary to address the needs of children in the custody of DFS by developing or enhancing programs in prevention of child abuse and neglect, family-based services, and intermediate and intensive levels of service.

The DFS response to House Bill 100 identified the number of children who were served and underserved, but it stated that data for unserved children not in contact with DFS are generally unavailable due to severe limitations in the current DFS management information system. DFS management believe a management information system is a resource necessary to provide a continuum of care for Montana's children.

In June 1990, the Legislative Auditor's Office issued a performance audit report on the Child Protective Services Program, which recommended that the department develop and implement a management information system which includes workload/caseload information and statistics. The department's response recognized the need for a management information system to meet federal

mandates and to account for workload/caseload information. DFS indicated it would request funding to develop a MIS from the 1991 legislature.

In September 1990, the federal government issued a Notice of Proposed Rulemaking (NPRM) to implement the requirements of section 479 of the Social Security Act. This section requires regulations that implement a system for the collection of adoption and foster care data in the United States. If the proposed rules are adopted, all states that administer state plans under Title IV-B (federal block grant funds) and Title IV-E (federal foster care entitlement funds) would be subject to the proposed rule. The NPRM proposes that state agencies administering or supervising the administration of Titles IV-B and IV-E of the Act implement data collection systems and report quarterly on data elements set forth in the proposed rule. Data elements listed in the proposed NPRM include children's legal status, demographic characteristics, location, length of stay in foster care and the extent and nature of assistance provided by federal, state and local adoption and foster care programs.

According to the NPRM, no compliance action and no penalties will be imposed during the first two years of reporting. During the third year of reporting (starting October 1993), states will be required to follow the requirements for collecting and reporting data on adoption and foster care, if these proposed rules are adopted.

According to DFS staff, these proposed rules have not been finalized and are not currently in effect. Staff believe the rules are on hold pending federal review of state costs to develop the required systems and that the review may result in modifications to federal legislation. The department does not know when the rules will become effective or if the federal government will still allow a "no-penalty" period to allow states to refine their systems.

The department plans to continue to develop the MIS with the intention of complying with federal requirements when the federal regulations become effective.

CURRENT STATUS

The 1991 legislature approved House Bill 569 appropriating $823,963 ($547,339 general fund) to DFS to develop a management information system in cooperation with the Department of Administration. The 1991 legislature also authorized a biennial appropriation of $88,930 ($80,037 general fund) in House Bill 2 for the same purpose, making a total of $912,893 available during the 1993 biennium to develop the MIS.

During the January 1992 special session, the legislature, at the request of the Executive, reduced the MIS appropriation by $260,750 general fund. This action left $652,143 available during the 1993 biennium to develop the MIS. DFS presented a plan to complete the MIS with internal staff rather than contract with the Department of Administration. The department requested and received authorization to hire 2 FTE to develop the system. While DFS planned to fill the positions in January 1992, they were not filled until May and June 1992 due to recruiting difficulties.

The department's request to the 1991 legislature indicated that system design and development would be completed during fiscal years 1993 and 1994 with an implementation date of January 1, 1994. Full implementation of the MIS has been delayed by 18 months for the following reasons. The implementation date was extended to January 1995 due to the reduction in the January 1992 special session and the decision to develop the system in-house. The department has now extended the implementation date to July 1, 1995 due to the lengthy recruitment process. The department believes the system will be in compliance with the proposed federal regulations by December 1994, although not completely implemented until July 1995.

As of fiscal year end 1992, DFS had spent $91,651 ($88,595 general fund) on MIS development or less than 15 percent of the total appropriation. However, the department indicates large equipment purchases combined with operating expenses in fiscal 1993 will obligate the remaining appropriation authority.

Attachment A shows the DFS's revised timelines for completion of the MIS. The department indicates it is in the final steps of the preliminary analysis. Depending on the results of a potential technology transfer from the state of Iowa, the department estimates it will have the general system design (step 3) determined by October 1, 1992 with the detailed design and data base structure (step 4) defined by January 1, 1993.

LDS3:lt:lfc9-17.mem
Attachment

ATTACHMENT A

Department of Family Services

MIS Development - Revised Timelines

August 1, 1992

	Start Date	FY92 Completion	FY93 Completion	FY94 Completion	FY95 Completion
1. Prepare Advanced Plannning Document (planning)		12/23/91*			
2. Preliminary Analysis					
Recruit New FTE's	01/01/92	06/22/92*			
Assess Business Needs	06/01/92		07/01/92*		
Review Current Payment System	06/01/92		07/15/92*		
Prepare Feasibility Study and Cost Benefit Analysis	06/01/92		07/15/92*		
Review Other Systems for Technology Transfer	01/01/92		09/01/92		
Develop Equipment Allocation Plan	06/01/92		09/01/92		
Procure Hardware and Software from Term Contract	06/01/92		09/01/92		
Form User Groups	08/01/92		09/01/92		
Define Functional Requirements Specification	06/01/92		10/01/92		
Finalize Analysis			10/01/92		
3. Prepare Advanced Planning Document (general system design or implementation)	06/01/92		10/01/92		
4. Define Detailed Design and Database Structure	08/01/92		01/01/93		
5. Develop Level 1 Prototype					
Build On-line Screens	11/01/92		03/01/93		
Design Reports	11/01/92		03/01/93		
Finalize and Document Level 1 Prototype	02/01/93		03/15/93		
6. Procure and Install Hardware in Field Offices	08/01/92			10/01/93	
7. Review/Revise Development and Operational Costs	10/01/93			11/01/93	

* Indicates activity was completed

	Start Date	FY92 Completion	FY93 Completion	FY94 Completion	FY95 Completion
8. Foster Care, Adoption, Payment, Referral Component					
Programming, Testing and Documentation	03/01/93			03/01/94	
Pilot	03/01/94			06/01/94	
Install Mainframe Connections	03/01/94				12/01/94
Conversion and Statewide Implementation	06/01/94				12/01/94
Discontinue Use of SRS Client Database					12/01/94
9. Remaining System Components					
Programming, Testing and Documentation	06/01/94				03/01/95
Pilot	03/01/95				06/01/95
Statewide Implementation	06/01/95				06/30/95

* Indicates activity was completed